

**ENSLEY TOWNSHIP**  
**NEWAYGO COUNTY, MICHIGAN**  
**AUDIT REPORT**  
**MARCH 31, 2004**

# AUDITING PROCEDURES REPORT

Issued under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name ENSLEY TOWNSHIP	County NEWAYGO
Audit Date MARCH 31, 2004	Opinion Date MAY 7, 2004	Date Accountant Report Submitted to State: JUNE 8, 2004	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ yes ☒ no 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ yes ☒ no 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☐ yes ☒ no 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ yes ☒ no 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ yes ☒ no 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ yes ☒ no 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ yes ☒ no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ yes ☒ no 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ yes ☒ no 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

## We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

Certified Public Accountant (Firm Name) TERRY KIRKPATRICK, CPA, P.C.			
Street Address 211 MAPLE STREET	City BIG RAPIDS	State MI	ZIP 49307
Accountant Signature <i>Terry D. Kirkpatrick, CPA</i> 6-7-04			

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**TERRY KIRKPATRICK, CPA, P.C.**

CERTIFIED PUBLIC ACCOUNTANTS

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**Independent Auditor's Report**

May 7, 2004

To the Honorable Supervisor and Members of the Township  
Board of Ensley Township, Newaygo County, Michigan:

We have audited the general purpose financial statements of the Township of Ensley, Newaygo County, Michigan as of and for the year ended March 31, 2004, as listed on the contents page. These general purpose financial statements are the responsibility of management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Township of Ensley as of March 31, 2004, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying supplementary financial data identified in the contents page is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Township of Ensley, Newaygo County, Michigan. This information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

*Terry Kirkpatrick, CPA, P.C.*

Ensley Township – Newaygo County, Michigan  
Combined Balance Sheet  
All Fund Types and Account Groups  
March 31, 2004

	Governmental		Fiduciary	Account		Totals
	<u>Fund Type</u>	<u>Special Revenue</u>	<u>Current Tax</u>	<u>General Fixed Assets</u>	<u>(Memorandum Only)</u>	
	<u>General Fund</u>					
ASSETS						
Cash in Bank	\$ 280,664	\$ 141,451	\$ 133	\$ 0	\$ 0	422,248
Certificates of Deposit	30,000	0	0	0	0	30,000
Due from Newaygo County	5,596	17,603	0	0	0	23,199
Due from Current Tax Fund	133	0	0	0	0	133
Land and Improvements	0	0	0	53,072	53,072	53,072
Buildings	0	0	0	100,641	100,641	100,641
Furniture and Equipment	0	0	0	32,189	32,189	32,189
Total assets	\$ 316,393	\$ 159,054	\$ 133	\$ 185,902	\$ 185,902	661,482
LIABILITIES AND FUND EQUITY						
Due to General Fund	\$ 0	\$ 0	\$ 133	\$ 0	\$ 0	133
Deposits Payable - Escrow	5,537	0	0	0	0	5,537
Investment in General Fixed Assets	0	0	0	185,902	185,902	185,902
Fund Balance	310,856	159,054	0	0	0	469,910
Total liabilities and fund equity	\$ 316,393	\$ 159,054	\$ 133	\$ 185,902	\$ 185,902	661,482

The "Notes to Financial Statements" are an integral part of these statements.

# Ensley Township – Newaygo County, Michigan

Combined Statement of Revenues, Expenditures and Changes in Fund Balance- All Governmental Fund Types  
For the Year Ended March 31, 2004

	<u>General</u>	<u>Special Revenue</u>	<u>Totals (Memorandum Only)</u>
<b>REVENUES</b>			
Taxes	\$ 52,063	\$ 151,284	\$ 203,347
Licenses and Permits	4,227	23,328	27,555
State Grants	187,330	0	187,330
Charges for Services - Sales	1,000	0	1,000
Charges for Services - Fees	4,858	0	4,858
Interest and Rents	3,122	823	3,945
Other Revenue	20,029	10,441	30,470
Total revenues	272,629	185,876	458,505
<b>EXPENDITURES</b>			
Legislative	42,069	0	42,069
General Government	70,114	0	70,114
Public Safety	66,190	21,848	88,038
Public Works	35,513	204,843	240,356
Recreation and Cultural	5,338	0	5,338
Other Functions	11,688	0	11,688
Total expenditures	230,912	226,691	457,603
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	41,717	(40,815)	902
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer to Road Fund	(11,707)	0	(11,707)
Transfer from General Fund	0	11,707	11,707
Total other financing sources (uses)	(11,707)	11,707	0
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	30,010	(29,108)	902
<b>FUND BALANCE - April 1, 2003</b>	284,713	188,162	472,875
Prior year escrow adjustment	(3,867)	0	(3,867)
<b>FUND BALANCE - March 31, 2004</b>	<u>\$ 310,856</u>	<u>\$ 159,054</u>	<u>\$ 469,910</u>

The "Notes to Financial Statements" are an integral part of these statements.

**Ensley Township – Newaygo County, Michigan**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balance –**  
**Budget and Actual – All Governmental Fund Types**  
**For the Year Ended March 31, 2004**

	<u>General Fund</u>			<u>Special Revenue Fund</u>		
	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>REVENUES</b>						
Taxes	\$ 46,216	\$ 52,063	\$ 5,847	\$ 151,284	\$ 151,284	\$ 0
Licenses and Permits	2,000	4,227	2,227	22,350	23,328	978
State Grants	204,195	187,350	(16,865)	0	0	0
Charges for Services - Sales	0	1,000	1,000	0	0	0
Charges for Services - Fees	4,500	4,858	358	0	0	0
Interest and Rents	2,000	3,122	1,122	961	823	(138)
Other Revenue	8,360	20,029	11,669	1,041	10,441	9,400
Total revenues	267,271	272,629	5,358	175,636	185,876	10,240
<b>EXPENDITURES</b>						
Legislative	41,825	42,069	(244)	0	0	0
General Government	73,428	70,114	3,314	0	0	0
Public Safety	69,721	66,190	3,531	22,350	21,848	502
Public Works	37,450	35,513	1,937	195,727	204,843	(9,116)
Recreation and Cultural	6,750	5,338	1,412	0	0	0
Other Functions	26,390	11,688	14,702	0	0	0
Total expenditures	255,564	230,912	24,652	218,077	226,691	(8,614)
<b>EXCESS OF REVENUES OVER (UNDER)</b>						
<b>EXPENDITURES</b>	11,707	41,717	30,010	(42,441)	(40,815)	1,626

OTHER FINANCING SOURCES (USES)

Transfer to Road Fund	(11,707)	(11,707)	0	0	0	0
Transfer from General Fund	0	0	0	11,707	11,707	0
Total other financing sources (uses)	(11,707)	(11,707)	0	11,707	11,707	0

EXCESS OF REVENUES AND OTHER  
FINANCING SOURCES OVER (UNDER)  
EXPENDITURES AND OTHER USES

	0	30,010	30,010	(30,734)	(29,108)	1,626
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FUND BALANCE - April 1, 2003

Prior year escrow adjustment

FUND BALANCE - March 31, 2004

284,713	284,713	0	188,162	188,162	0
0	(3,867)	(3,867)	0	0	0
\$ 284,713	\$ 310,856	\$ 26,143	\$ 157,428	\$ 159,054	\$ 1,626

The "Notes to Financial Statements" are an integral part of these statements.



***NOTES TO FINANCIAL STATEMENTS***

Ensley Township – Newaygo County, Michigan  
Notes to Financial Statements  
For the Year Ended March 31, 2004

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NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

In accordance with generally accepted accounting principles and Governmental Accounting Standards Board (GASB) Statement No. 14 “The Financial Reporting Entity”, these financial statements present Ensley Township. The criteria established by the GASB for determining the reporting entity includes oversight responsibility, fiscal dependency, and whether the financial statements would be misleading if data were not included.

Basis of Presentation

The accounts of the Township are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded in those funds.

The financial activities of Ensley Township are recorded in separate funds and account groups categorized as follows:

GOVERNMENTAL FUNDS

General Fund

This fund is used to account for all financial resources except those provided for in another fund. Revenues are primarily derived from property taxes, State and Federal aid, and charges for services to provide for the administration and operation of: (1) general Township governmental departments and boards and commissions, (2) court systems, (3) law enforcement and (4) health, welfare and medical assistance. The fund includes the general operating expenditures of the Township.

Special Revenue Funds

These funds are used to account for specific revenue (other than expendable trusts or major capital projects) derived from State and Federal grants, General Fund appropriations and charges for services which are to be expended for specific purposes as dictated by legal, regulatory or administrative requirements.

FIDUCIARY FUNDS

Trust and Agency Funds

These funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds. These include: (a) Expendable Trust Funds; (b) Nonexpendable Trust; (c) Pension Trust Fund; and (d) Agency Funds.

ACCOUNT GROUPS

General Fixed Assets Account Group

This Account Group presents the fixed assets of the Township utilized in its general operations (nonproprietary fixed assets).

Ensley Township – Newaygo County, Michigan  
Notes to Financial Statements – Continued  
For the Year Ended March 31, 2004

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NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

General Fixed Assets Account Groups – Continued

Fixed assets used in the general operation of the Township are recorded as expenditures when purchased and are accounted for in the General Fixed Assets Account Group. No depreciation is recorded for these general fixed assets. Infrastructure assets, including roads, bridges, sanitary sewers, drains, curbs, and gutters are not capitalized.

Basis of Accounting

The accrual basis of accounting is used by the Proprietary Funds, Pension Trust Funds, and Nonexpendable Trust Funds. The modified-accrual basis of accounting is used by all Governmental Funds, Agency Funds and Expendable Trust Funds. Revenue and other sources are recognized in the accounting period in which they become susceptible to accrual – that is when they become both measurable and available to finance expenditures of the fiscal period. Expenditures are recognized when the related liability is incurred. Modifications from the accrual basis are as follows:

- a. Property tax revenue should be recognized in accordance with MCGAA Statement 3:

Properties are assessed and lienied as of December 31, and their related property taxes are billed on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the county delinquent tax rolls.

- b. Interest income on special assessments receivable is not accrued until its due date.
- c. Interest expense on bonded indebtedness and other long-term debt is not accrued until its due date.
- d. Payments for inventoriable types of supplies are recorded as expenditures at the time of purchase.
- e. Normally, expenditures are not divided between years by the recording of prepaid expenses.

Budgetary Data

The Township follows these procedures in establishing the budgetary data reflected in the financial statements:

1. At the Board meeting in March, the Supervisor submits to the Township Board a proposed operating budget for the fiscal year commencing the following April 1. The operating budget includes proposed expenditures and the means of financing them for the General and Special Revenue Funds.
2. Public hearings are conducted at the Township Hall to obtain taxpayer comments.
3. Prior to March 31, the budget is legally enacted on a departmental (activity) basis through passage of a resolution.
4. Budget appropriations lapse at year-end except for approved contracts and certain federal grants which are appropriated on a contract (grant) or entitlement-length basis.

Current Taxes

Although the Ensley Township 2003 ad valorem tax is levied and collectible on December 1, 2003, it is Ensley Township's policy to recognize revenue from the current tax levy.

# Ensley Township – Newaygo County, Michigan

Notes to Financial Statements – Continued

For the Year Ended March 31, 2004

## NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

### Current Taxes – Continued

The 2003 State taxable valuation of Ensley Township totaled \$52,445,200, on which ad valorem taxes levied consisted of .9175 mills for Ensley Township operating purposes, and 2.8847 additional voted millage for roads. These amounts are recognized in the General Fund and Road Fund, respectively.

### Total Column on Combined Statements – Overview

The total column on the Combined Statements is captioned “Memorandum Only” to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation because interfund eliminations have not been made in the aggregation of this data.

## NOTE B – DETAIL NOTES ON ALL FUNDS AND ACCOUNT GROUPS

### Assets and Liabilities

#### 1. Changes in General Fixed Assets

	Balance 4/1/2003	Additions	Deletions	Balance 3/31/2004
Land & Improvements	\$ 53,072	\$ 0	\$ 0	\$ 53,072
Buildings	100,641	0	0	100,641
Furniture and Equipment	32,189	0	0	32,189
	<u>\$ 185,902</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 185,902</u>

#### 2. Pension Plan

The Township maintains a money purchase pension plan with the Manufacturers Life Insurance Company which covers all employees. Employees are required to contribute one-quarter of the current service premium, and the Township contributes the remaining three-quarters. Employees are 100% vested after twenty months of participation in the plan.

The total cost of pension premiums to the Township for the year ended March 31, 2004, was \$3,206.

## NOTE C – BALANCE SHEET – CASH AND INVESTMENTS

Deposits are carried at cost. Deposits are in two financial institutions in the name of Ensley Township. Michigan Compiled Laws, Section 129.91, authorizes Ensley Township to deposit and invest in the accounts of Federally insured banks, credit unions, and savings and loan associations. Investments can also be made in bonds, securities and other obligations of the United States, or an agency or instrumentality of the United States; which are guaranteed as to principal and interest by the United States, including securities issued by the Government National Mortgage Association or Federal Agency obligation repurchase agreements; bankers' acceptance of United States banks; commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services which mature not more than 270 days after the date of purchase; Michigan law prohibits security in the form of collateral, surety bonds, or other forms for the deposit of public money. Attorney General's Opinion No. 6168 states that public funds may not be deposited in financial institutions located in states other than Michigan, unless that bank has a branch located within Michigan. The Ensley Township deposits are in accordance with statutory authority.

Ensley Township – Newaygo County, Michigan  
Notes to Financial Statements – Continued  
For the Year Ended March 31, 2004

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NOTE C – BALANCE SHEET – CASH AND INVESTMENTS – Continued

The Governmental Accounting Standards Board (GASB) Statement No. 3 risk disclosure for deposits at year-end are as follows:

	<u>Bank Balance</u>	<u>Primary Government</u>
<u>Deposits</u>		
Insured (FDIC)	\$	130,000
Uninsured		323,628
	\$	<u>453,628</u>

At year-end, the balance sheet carrying amount of deposits was \$452,248.

***COMBINING AND INDIVIDUAL FUND  
FINANCIAL STATEMENTS***

Ensley Township – Newaygo County, Michigan  
General Fund  
Statement of Revenues, Expenditures and Changes in Fund Balance –  
Budget and Actual  
For the Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUES			
Taxes	\$ 46,216	\$ 52,063	\$ 5,847
Licenses and Permits	2,000	4,227	2,227
State Grants	204,195	187,330	(16,865)
Charges for Services - Sales	0	1,000	1,000
Charges for Services - Fees	4,500	4,858	358
Interest and Rents	2,000	3,122	1,122
Other Revenue	8,360	20,029	11,669
Total revenues	<u>267,271</u>	<u>272,629</u>	<u>5,358</u>
EXPENDITURES			
Legislative Township board	41,825	42,069	(244)
General Government			
Supervisor	7,650	7,444	206
Elections	935	533	402
Assessor	16,300	15,103	1,197
Clerk	9,750	9,683	67
Board of review	1,050	1,038	12
Treasurer	13,375	13,565	(190)
Township hall	6,593	6,462	131
Fire barn	3,100	1,823	1,277
Cemetery	14,675	14,463	212
Total general government	<u>73,428</u>	<u>70,114</u>	<u>3,314</u>
Public Safety			
Fire fighting	28,171	28,171	0
Other police activities	26,000	25,191	809
Planning and zoning	15,550	12,828	2,722
Total public safety	<u>69,721</u>	<u>66,190</u>	<u>3,531</u>
Public Works			
Highways, streets and bridges	37,300	35,431	1,869
Street lighting	150	82	68
Total public works	<u>37,450</u>	<u>35,513</u>	<u>1,937</u>

Ensley Township – Newaygo County, Michigan  
Statement of Revenues, Expenditures and Changes in Fund Balance –  
Budget and Actual – Continued  
For the Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
EXPENDITURES - Continued			
Recreation and Cultural			
Township park	6,750	5,338	1,412
Other Functions			
Insurance and bonds	7,000	5,896	1,104
Retirement - local unit's share	5,800	4,792	1,008
Other	13,590	1,000	12,590
Total other functions	26,390	11,688	14,702
Total expenditures	255,564	230,912	24,652
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	11,707	41,717	30,010
OTHER FINANCING SOURCES (USES)			
Transfer to Road Fund	(11,707)	(11,707)	0
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	0	30,010	30,010
FUND BALANCE - April 1, 2003	284,713	284,713	0
Prior year escrow adjustment	0	(3,867)	(3,867)
FUND BALANCE - March 31, 2004	\$ 284,713	\$ 310,856	\$ 26,143



Ensley Township – Newaygo County, Michigan  
Combining Balance Sheet- All Special Revenue Funds  
March 31, 2004

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	<u>Road Fund</u>	<u>Building &amp; Electrical Fund</u>	<u>Totals</u>
ASSETS			
Cash in Bank	\$ 133,832	\$ 7,619	\$ 141,451
Due From Newaygo County	17,603	0	17,603
Total Assets	<u>\$ 151,435</u>	<u>\$ 7,619</u>	<u>\$ 159,054</u>

LIABILITIES AND FUND EQUITY

Fund Balance	<u>\$ 151,435</u>	<u>\$ 7,619</u>	<u>\$ 159,054</u>
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Ensley Township – Newaygo County, Michigan  
Combining Statement of Revenues, Expenditures and Changes in Fund Balance-  
All Special Revenue Funds  
For the Year Ended March 31, 2004

	Road Fund	Building & Electrical Fund	Totals
<b>REVENUES</b>			
Taxes	\$ 151,284	\$ 0	\$ 151,284
Licenses and Permits	0	23,328	23,328
Interest and Rents	823	0	823
Other Revenues	10,158	283	10,441
Total Revenues	162,265	23,611	185,876
<b>EXPENDITURES</b>			
Public Safety	0	21,848	21,848
Public Works	204,843	0	204,843
Total expenditures	204,843	21,848	226,691
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	(42,578)	1,763	(40,815)
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer from General Fund	11,707	0	11,707
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	(30,871)	1,763	(29,108)
<b>FUND BALANCE - April 1, 2003</b>	182,306	5,856	188,162
<b>FUND BALANCE - March 31, 2004</b>	\$ 151,435	\$ 7,619	\$ 159,054

Ensley Township – Newaygo County, Michigan  
Road Fund  
Statement of Revenues, Expenditures and Changes in Fund Balance –  
Budget and Actual  
For the Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUES			
Taxes	\$ 151,284	\$ 151,284	\$ 0
Interest and Rents	961	823	(138)
Other Revenues	1,041	10,158	9,117
Total revenues	<u>153,286</u>	<u>162,265</u>	<u>8,979</u>
EXPENDITURES			
Highways, Streets and Bridges			
Contracted services	<u>195,727</u>	<u>204,843</u>	<u>(9,116)</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(42,441)	(42,578)	(137)
OTHER FINANCING SOURCES (USES)			
Transfer from General Fund	<u>11,707</u>	<u>11,707</u>	<u>0</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	(30,734)	(30,871)	(137)
FUND BALANCE - April 1, 2003	182,306	182,306	0
FUND BALANCE - March 31, 2004	<u>\$ 151,572</u>	<u>\$ 151,435</u>	<u>\$ (137)</u>

Ensley Township – Newaygo County, Michigan  
 Building and Electrical Fund  
 Statement of Revenues, Expenditures and Changes in Fund Balance –  
 Budget and Actual  
 For the Year Ended March 31, 2004

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Licenses and Permits	\$ 22,350	\$ 23,328	\$ 978
Other Revenues	0	283	283
Total revenues	22,350	23,611	1,261
EXPENDITURES			
Public Safety			
Building inspector	16,159	16,007	152
Electrical inspector	6,191	5,841	350
Total expenditures	22,350	21,848	502
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	0	1,763	1,763
FUND BALANCE - April 1, 2003	5,856	5,856	0
FUND BALANCE - March 31, 2004	\$ 5,856	\$ 7,619	\$ 1,763

***SUPPLEMENTARY FINANCIAL DATA***

# Ensley Township – Newaygo County, Michigan

## General Fund

### Detail Schedule of Actual Expenditures

For the Year Ended March 31, 2004

#### LEGISLATIVE

Township Board	
Salaries and wages	\$ 5,328
Office supplies	496
Contracted services	26,268
Printing and publishing	1,328
Miscellaneous	7,506
Memberships and dues	1,143
Total legislative	<u>\$ 42,069</u>

#### GENERAL GOVERNMENT

Supervisor	
Salaries and wages	\$ 7,150
Communications	59
Transportation	235
Total supervisor	<u>7,444</u>

Elections	
Salaries and wages	315
Supplies	36
Contracted services	182
Total elections	<u>533</u>

Assessor	
Computer software	400
Office supplies	120
Contracted services	14,155
Miscellaneous	428
Total assessor	<u>15,103</u>

Clerk	
Salaries and wages	8,600
Office supplies	616
Contracted services	300
Communications	22
Miscellaneous	76
Education/training	69
Total clerk	<u>9,683</u>

Board of Review	
Salaries and wages	587
Printing and publishing	350
Education/training	101
Total board of review	<u>1,038</u>

Treasurer	
Salaries and wages	12,025
Office supplies	650
Contracted services	400
Transportation	421
Miscellaneous	69
Total treasurer	<u>13,565</u>

# Ensley Township – Newaygo County, Michigan

## General Fund

### Detail Schedule of Actual Expenditures – Continued

For the Year Ended March 31, 2004

#### GENERAL GOVERNMENT - Continued

Township Hall	
Office supplies	632
Communications	1,439
Utilities	1,312
Repair and maintenance	3,079
Total township hall	<u>6,462</u>
Fire Barn	
Utilities	1,823
Cemetery	
Contracted services	13,450
Operating supplies	520
Utilities	85
Miscellaneous	408
Total cemetery	<u>14,463</u>
Total general government	<u>\$ 70,114</u>

#### PUBLIC SAFETY

Other Police Activities	
Contracted services	\$ 25,191
Fire Fighting	
Contracted services	28,171
Planning and Zoning	
Salaries and wages	11,836
Office supplies	374
Transportation	423
Printing and publishing	165
Miscellaneous	30
Total planning and zoning	<u>12,828</u>
Total public safety	<u>\$ 66,190</u>

#### PUBLIC WORKS

Highways, Streets and Bridges	
Contracted services	\$ 35,431
Street Lighting	
Utilities	82
Total public works	<u>\$ 35,513</u>

#### RECREATION AND CULTURAL

Township park	
Salaries and wages	\$ 1,100
Utilities	168
Repairs and maintenance	4,070
Total recreation and cultural	<u>\$ 5,338</u>

Ensley Township – Newaygo County, Michigan  
General Fund  
Detail Schedule of Actual Expenditures – Continued  
For the Year Ended March 31, 2004

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OTHER FUNCTIONS

Insurance and Bonds	
Insurance	\$ 5,896
Retirement - Local Unit's Share	
Pension contribution	3,206
Social security and medicare tax	<u>1,586</u>
Total retirement - local unit's share	4,792
Other	
Contribution to Sand Lake Fire Department	<u>1,000</u>
Total other functions	<u>\$ 11,688</u>



# Ensley Township – Newaygo County, Michigan

## Current Tax Fund

### Statement of 2003 Tax Levy

For the Year Ended March 31, 2004

	Rate in Mills	State Taxable Valuation	2003 Tax Levy	Taxes Returned Delinquent	Total Tax Collected
Newaygo County	7.0684	\$ 52,445,200	\$ 370,679	\$ 43,132	\$ 327,547
State Education	5.0000	52,445,200	262,226	15,666	246,560
Ensley Township - Operating - Roads	.9172 2.8847	52,445,200 52,445,200	48,096 151,283	5,596 17,603	42,500 133,680
Cedar Springs Schools - Operating - Debt	18.0000 7.0000	158,725 1,048,745	2,857 7,341	0 571	2,857 6,770
Grant Schools - Operating - Debt	18.0000 7.4600	2,874,100 19,068,470	51,735 142,238	3,435 14,258	48,300 127,980
Tri-County Schools - Operating - Debt	17.3616 3.1472	9,477,000 32,327,985	164,537 101,745	16,316 12,934	148,221 88,811
Newaygo ISD	5.7541	19,068,470	109,706	10,997	98,709
Kent ISD	3.7903	953,641	3,975	309	3,666
Montcalm ISD	2.3822	32,327,985	77,008	9,789	67,219
Montcalm Community College	2.7486	32,327,985	88,858	11,295	77,563
Grand Rapids Community College	1.7865	953,641	1,873	146	1,727
Grant District Library	1.8094	19,068,470	34,495	3,458	31,037
Newaygo County Drains			7,434	1,247	6,187
			\$ 1,626,086	\$ 166,752	\$ 1,459,334

# Ensley Township – Newaygo County, Michigan

Current Tax Fund

Statement of Tax Receipts and Disbursements

For the Year Ended March 31, 2004

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## RECEIPTS

Total Tax Collected	\$	1,459,334
Interest Earned		489
Total receipts	\$	<u>1,459,823</u>

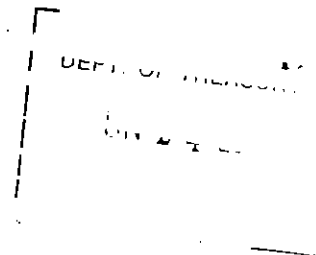
## DISBURSEMENTS

Newaygo County	\$	580,783
Ensley Township		176,180
Cedar Springs Schools		9,627
Grant Schools		176,280
Tri-County Schools		237,032
Newaygo ISD		98,709
Kent ISD		3,665
Montcalm ISD		67,219
Montcalm Community College		77,563
Grand Rapids Community College		1,728
Grant District Library		31,037
Total disbursements	\$	<u>1,459,823</u>

**TERRY KIRKPATRICK, CPA, P.C.**

**CERTIFIED PUBLIC ACCOUNTANTS**

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BIG RAPIDS, MI 49307-0817  
(231) 796-3332  
FAX (231) 796-5554



May 7 2004

Members of the Township Board  
Ensley Township  
Newaygo County, Michigan

I have recently completed my audit of the general purpose financial statements of Ensley Township for its year ended March 31, 2004. During this audit, I had an opportunity to observe accounting and financial procedures and many of your general management practices. As a result of my auditing procedures, there are some comments I want to present.

**FINANCIAL RECORDS IN GOOD ORDER**

The Township Clerk and Treasurer appear to be doing a very good job of maintaining the financial records of Ensley Township. Keep up the good work.

**ESCROW ACCOUNT**

After going back to early 1998 to review the history of the escrow account and allocating the interest earned by that account, I arrived at the following balances:

Ensley Township	\$ 11.19
Van Kampen	741.74
Wolverine	2,848.97
Barber	880.56
Hilltop	54.88
Wolters	4.30
Cornell	1,003.07
	-----
Total	<u><u>\$ 5,547.71</u></u>

The balance owed to Wolverine looks very skeptical to me. The amount that was originally paid in by them was \$2,586.36, which just appears that it could have been for amounts already paid by the Township. If that were true, then the Wolverine amount above would belong to Ensley Township. The Township should thoroughly investigate this before refunding to Wolverine.

#### OTHER MATTERS

I want to thank your personnel for the courtesy and cooperation shown me by them during the audit.

You must mail two copies of the audit report and this letter to the Michigan Department of Treasury. A pre-addressed envelope has been provided for your convenience. When you receive the Form F-65 from the State of Michigan, please forward it to me and I will get it completed for you.

If you have any questions regarding the above or the audit, please contact me.

*Terry Kugler, CPA, P.C.*